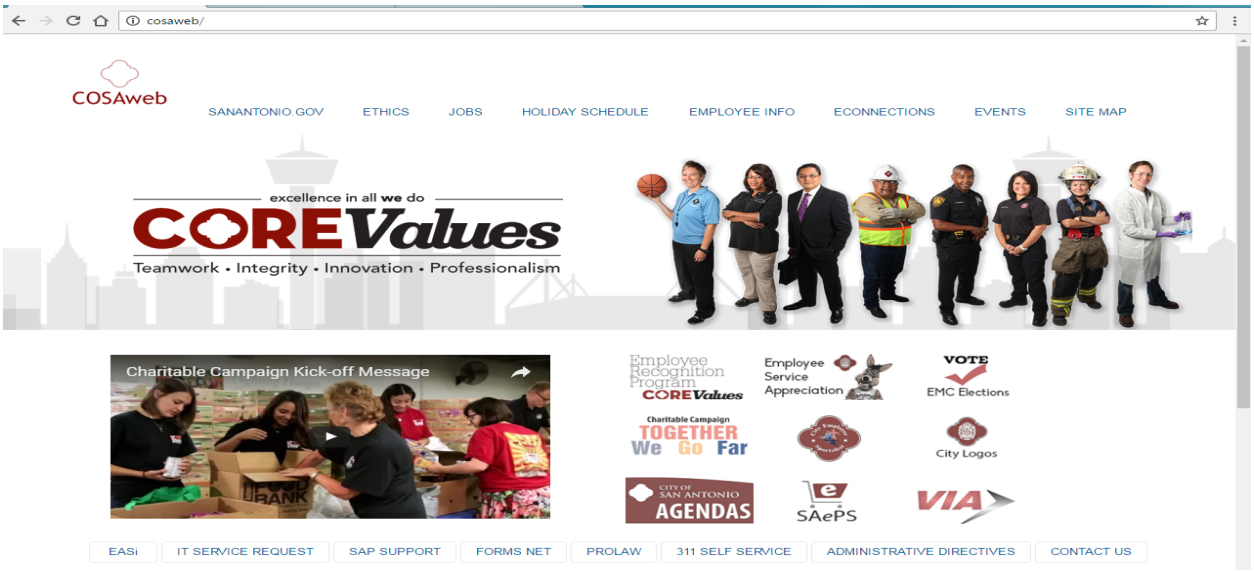
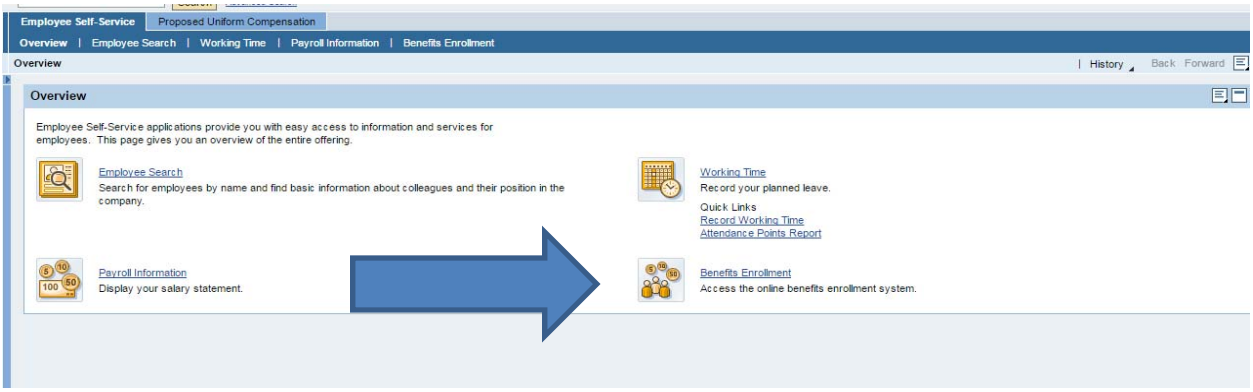
Enrolling in Your 2017 Benefits



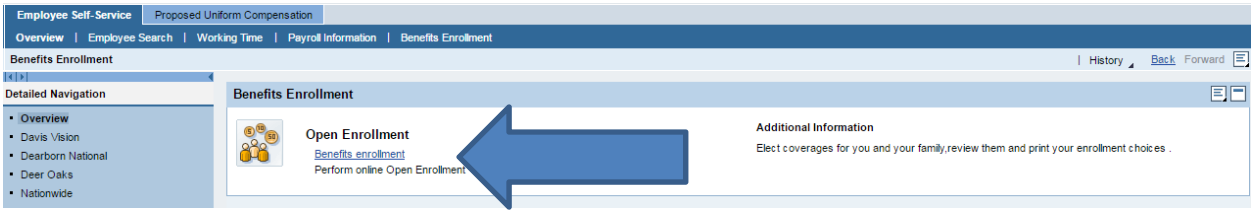
1. Open http://www.sanantonio.gov/easi/ to access EASI.

2. Select ESS to enter the Employee Self Service system.

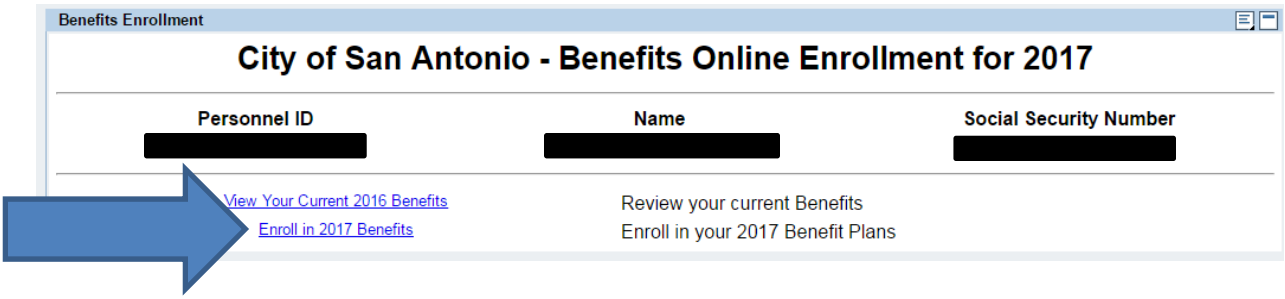
3. **Log in to the Employee Self Service system.**



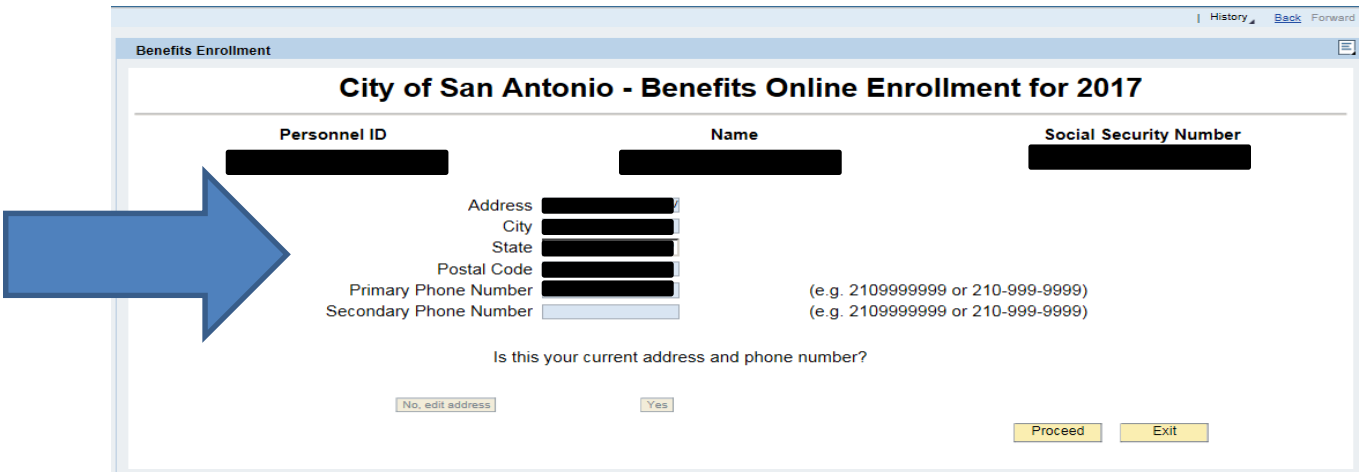
4. **Begin Benefits Enrollment by accessing the online benefits enrollment link.**



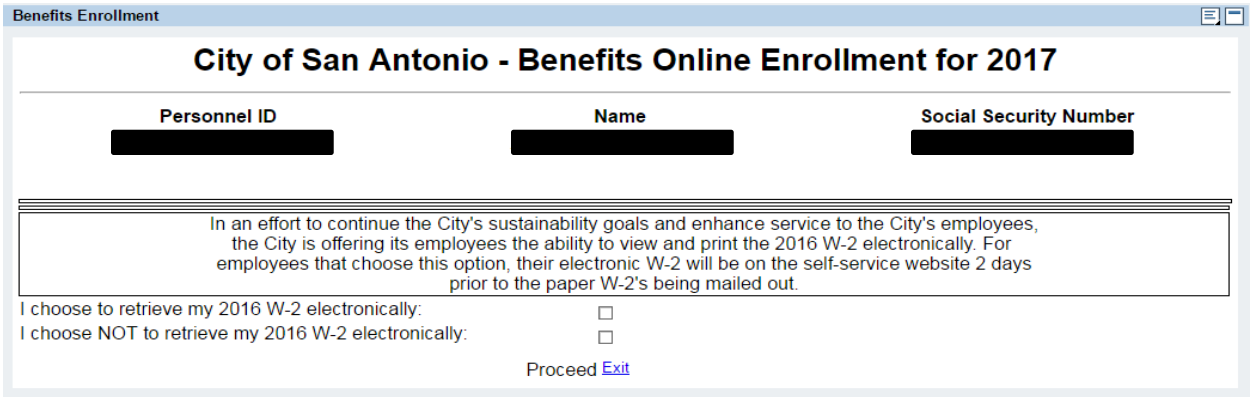
5. **Continue into the Enrollment Portal.**



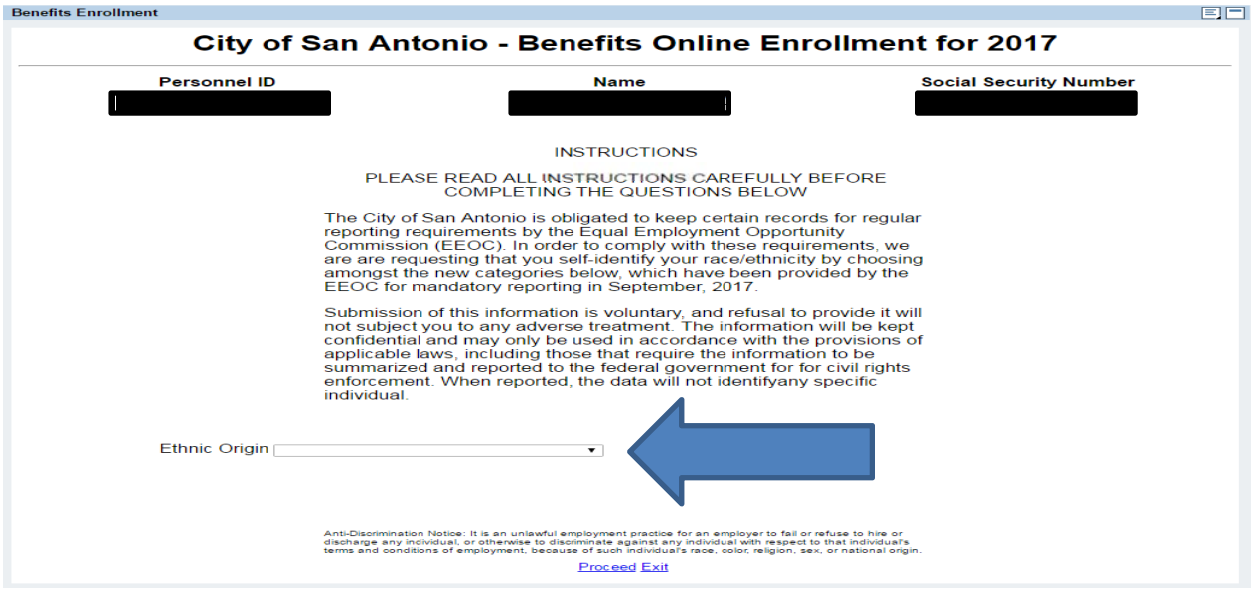
6. **Click to enroll in your 2017 benefits.**



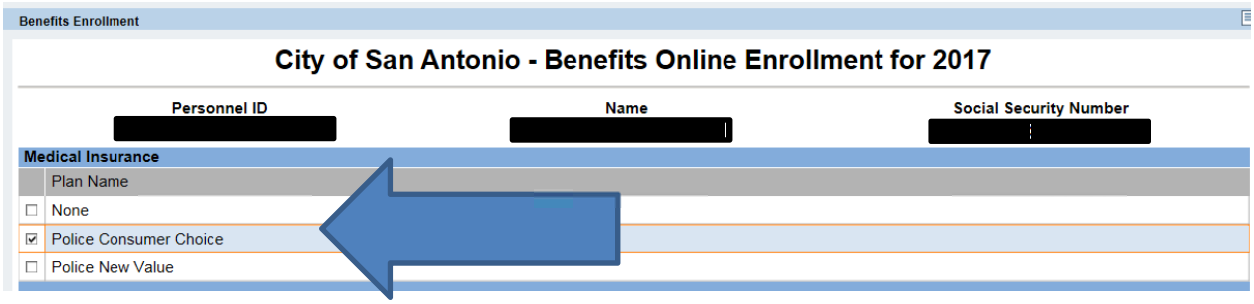
7. **Confirm your current address and phone number, or make corrections as needed.**



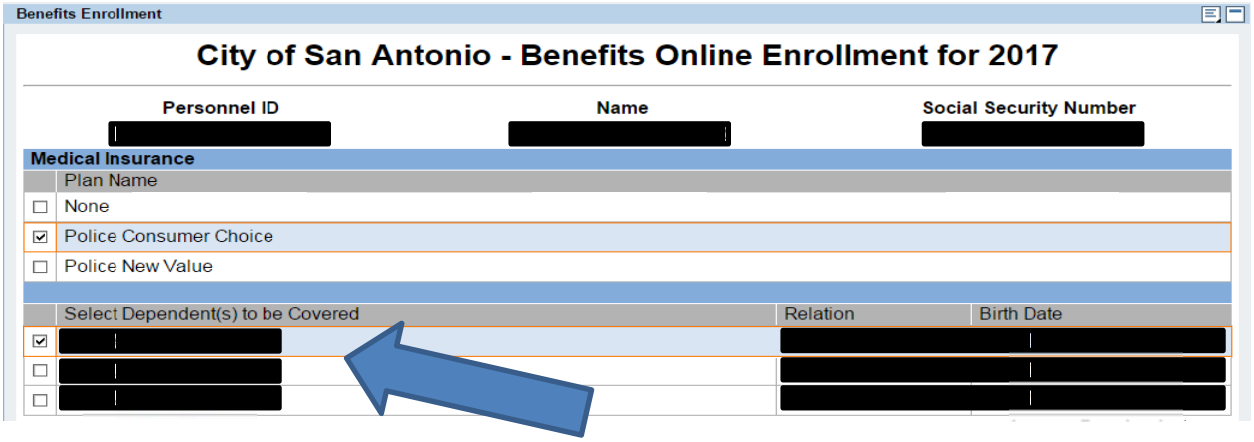
8. **Designate your preferred method of receiving your W-2 for 2017.**



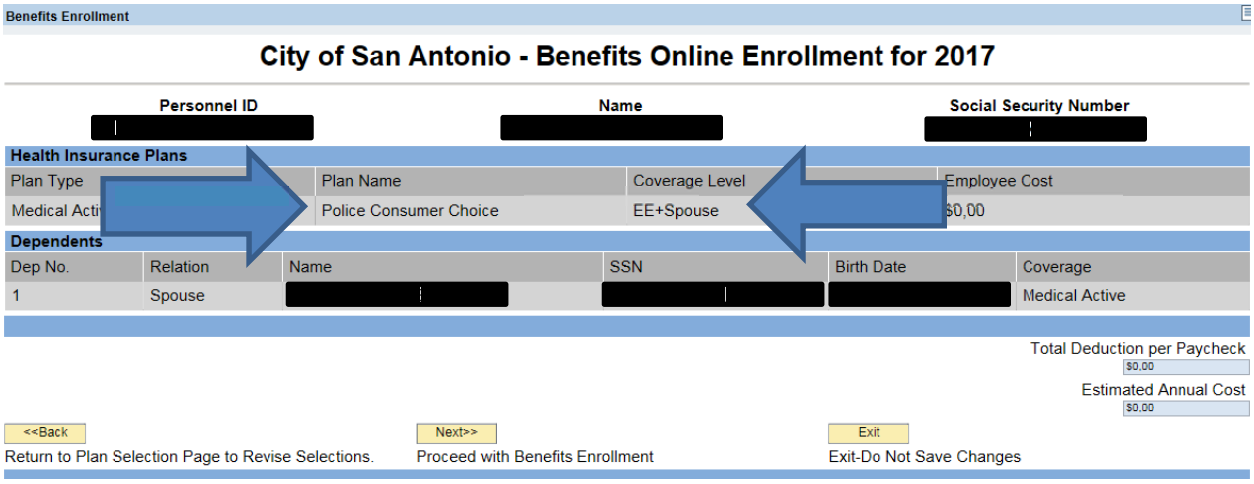
9. Select an option from the drop down menu.



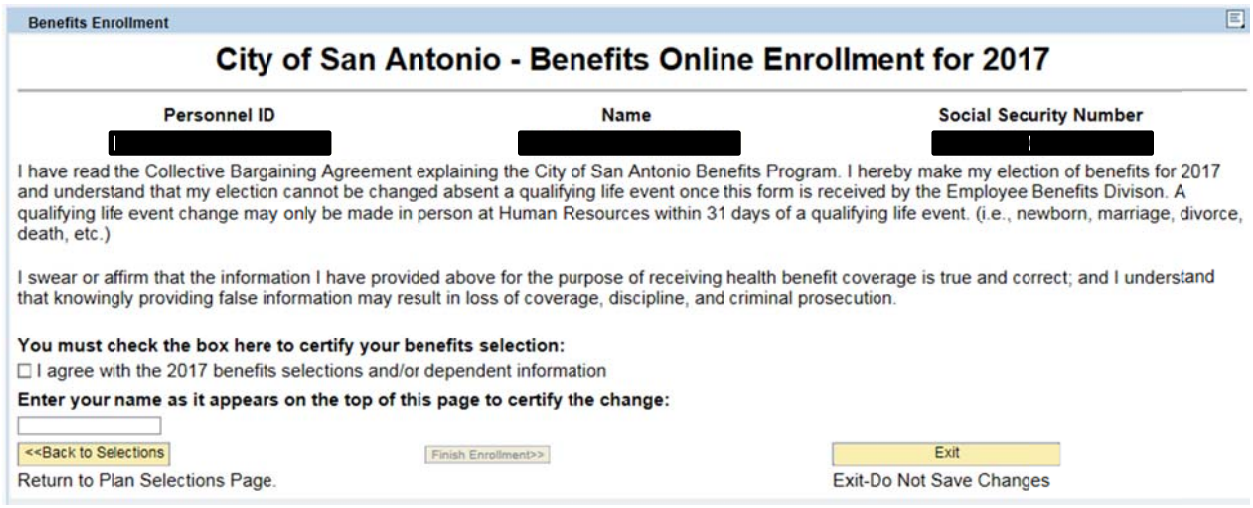
10. Select a health insurance plan.



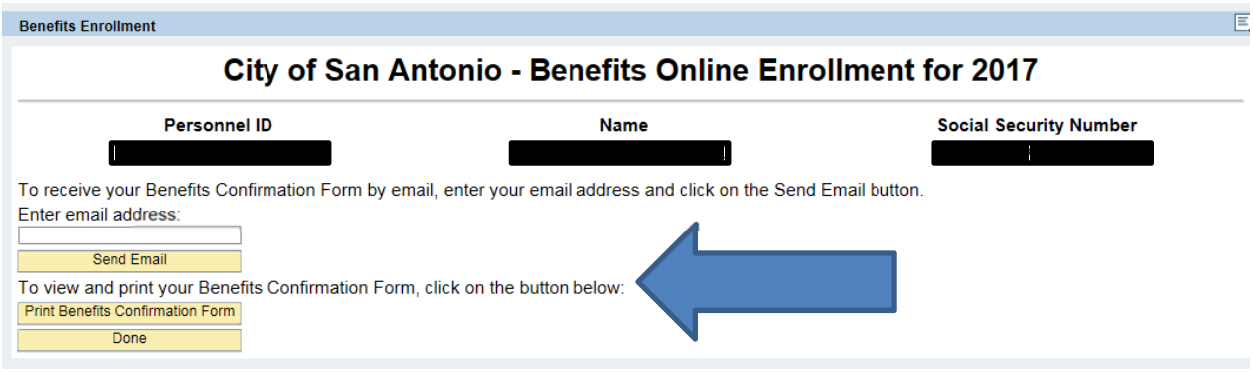
11. **Employees must select their dependents for coverage in 2017. Please select your eligible dependents for coverage before proceeding with enrollment. If you do not select your dependents they will not have coverage. To add dependent(s), contact Human Resources Customer Service at (210) 207-8705.**



12. **Confirm your health insurance plan and coverage level.**



13. **Complete the acknowledgment of benefits to complete your enrollment. You will not be able to finish enrollment until this section is complete.**



14. **Print and/or email your confirmation forms for your personal records.**